

Coaching Your Team Around Their Productivity



Productivity isn't about doing more—it's about doing what matters, with focus and intention. By helping your team prioritise effectively, manage distractions, and work in manageable blocks, you empower them to achieve better results in less time. Simple habits such as time-blocking, single-tasking, and planning the day around high-value activities can dramatically improve clarity, momentum, and output.



Time Blocking Protect Your Focus

Block out dedicated chunks of time in your diary for specific tasks.

No distractions.
No multitasking.
No excuses.

Why it works

Focus increases, distractions reduce, and your day becomes intentional—not reactive.



One Task at a Time Stop Multitasking

Multitasking is a myth.
Switching costs you focus and energy.

Why it works

You stay sharper, finish faster, and produce higher-quality work.

Eat That Frog Tackle the Biggest Thing First

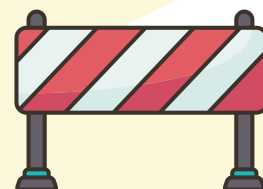


Based on Brian Tracy's famous method:

Do the most important, most uncomfortable, most impactful task first thing.

Why it works

You build momentum early, reduce procrastination, and feel clearer all day.



Set Clear Boundaries Turn off non-essential notifications

Set Clear Boundaries
Turn off non-essential notifications
Use "Focus Mode" or Do Not Disturb
Communicate your availability with your team

Why it works

You protect your focus, reduce mental clutter, and make meaningful progress without constant interruptions.

Common Productivity Pitfalls to Avoid

Productivity Pitfalls



- **Multitasking:** Looks efficient, destroys focus.
- **Reactive working:** Emails/Teams dictating your day.
- **Poor planning:** Starting the day without priorities.
- **No boundaries:** Constant notifications and interruptions.
- **Saying yes too often:** Taking on work that shouldn't be yours.
- **Overloaded to-do list:** No differentiation between urgent and important.

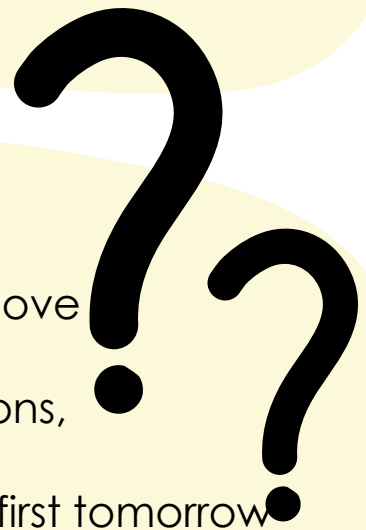
How to Fix Them



- Use time-blocking for deep work
- Set 3 daily priorities
- Turn off notifications
- Clarify your “frog” each morning
- Review workload weekly

Coaching Questions for Productivity

- What are the top three tasks that genuinely move your role forward this week?
- Where are you losing the most time—distractions, meetings, or multitasking?
- Which task could you “Eat That Frog” and do first tomorrow morning?
- How are you currently blocking your time—what's working and what needs adjusting?
- What boundaries do you need to set to protect your focus?
- What's one habit you can start tomorrow that would boost your productivity immediately?
- Which tasks should be delegated, streamlined, or stopped altogether?



MEETING MANAGEMENT



Master the essentials of effective meeting management in our focused workshop. We explore strategies to enhance engagement, boost productivity, and deliver maximum value in every meeting.

Participants will gain insights into key aspects of meeting success—from impactful facts and figures on meeting effectiveness to the skills and behaviors that foster engaging discussions. We'll address the unique challenges of in-person vs. virtual meetings, providing strategies to maximize efficiency in each. The workshop covers strategic planning for customer meetings, including cadence-based engagement and setting clear objectives. Learn to craft agendas that drive outcomes, adapt to DISC profiles, and use questioning techniques to uncover insights. By the end, your team will be ready to plan, execute, and follow up on meetings effectively, ensuring strong customer relationships and ongoing business growth.

Tailored Workshop

Each workshop we offer is customised to suit your team's specific needs and align with your business objectives. Whether you prefer virtual sessions, face-to-face workshops, or a combination, we cater to your preferences. Our workshops, which can span one, two, or three days, cover various topics tailored to optimise your team's performance and address your unique challenges.

Topics Available

- Identify Essential Skills and Behaviours for Leading Engaging Meetings
- Understand the Unique Challenges of In-Person vs. Virtual Meetings
- Implement Strategies to Maximise Efficiency in Virtual and In-Person Settings
- Use the Nine-Box Grid (Value vs. Trust) to Identify Customer Meeting Types
- Explore the Benefits of Creating an Annual Customer Meeting Plan
- Set Meeting Objectives: Minimum, Maximum, and Aspirational Goals
- Understand the Importance of Agendas and What to Include for Impact
- Reflect on Your Rapport-Building Skills for Stronger Connections
- Refine Questioning Techniques to Qualify Customer Needs and Goals
- Summarise Meetings Clearly to Avoid Misunderstandings and Assumptions
- Agree on Next Steps to Keep the Sales Process Progressing Smoothly

Additional Resources

Other available resources to support your meeting management workshop;

- Customised consultation to meet your specific needs.
- Complete DISC profiles for the entire team.
- Skill scans for both team members and managers for assessment.
- Implementation of competency frameworks. Integration of managerial best practices.

SALES MANAGEMENT



The Sales Management workshop is designed to enhance your skills as a sales leader. It focuses on key areas that drive team performance and individual growth. With various topics to choose from, you will learn to distinguish between management and leadership and identify your unique style. You will explore how to set meaningful targets and create a high-performance culture within your team by establishing a productive team rhythm of informal conversations, 121s, and performance reviews.

You will recognise the need to choose different techniques for each salesperson, from training to mentoring and coaching, to create a high-performing team. Overall, this workshop aims to give you tools and techniques if you are new to sales management or have never received formal training, gaining the confidence to lead a sales team.



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Topics Available

- Understand the Distinction Between Management and Leadership Skills
- Identify Strengths and Areas for Improvement in Your Personal Style
- Explore the Key Competencies and Skills Needed for Your Team's Success
- Develop a Consistent Rhythm for Team Development
- Differentiate Between Informal Conversations, 1:1 Meetings, and Performance Reviews
- Hold Your Team Accountable for Delivering Results
- Set Quantitative and Qualitative Targets with Meaningful KPIs
- Ensure Your Team Focuses on High-Impact Activities to Achieve Their Goals
- Apply the Right Combination of Skills to Drive Team Growth
- Create an Environment for Open, Constructive Feedback

- Build Confidence in Managing Difficult or Challenging Conversations
- Encourage Independence and Growth in Your Team Through Coaching
- Learn How to Build and Sustain a High-Performance Team

Additional Resources

Other available resources to support your Sales Management workshop;

- Customised consultation to meet your specific needs.
- Complete DISC profiles for the entire team.
- Skill scans for both team members and managers for assessment.
- Implementation of competency frameworks. Integration of managerial best practices.